

**To:** Katrina Nelson[KNelson@reiengineering.com]  
**From:** Kamke, Sherry  
**Sent:** Tue 7/5/2016 7:56:43 PM  
**Subject:** RE: Tower Standard - Google Doc

Katrina,

I can't seem to locate a link to the Google Docs site for Tower Standard. I don't believe it was included in your email below. Could you resend it to me?

Thanks,

Sherry

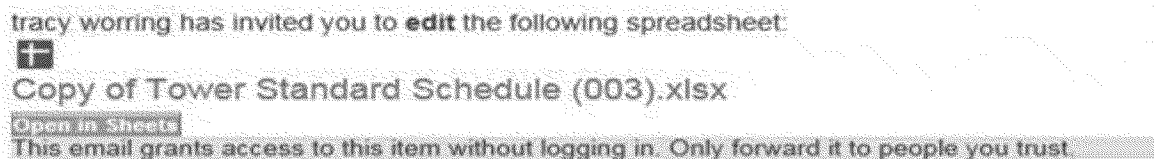
**From:** Katrina Nelson [mailto:KNelson@reiengineering.com]  
**Sent:** Thursday, June 02, 2016 3:34 PM  
**To:** Jeny Nieuwenhuis <jeny@reiengineering.com>; Dave Larsen <dlarsen@reiengineering.com>; Kamke, Sherry <Kamke.Sherry@epa.gov>; Robinson, John H - DNR <John.Robinson@wisconsin.gov>; Fassbender, Judy L - DNR <Judy.Fassbender@wisconsin.gov>; Saari, Christopher A - DNR <Christopher.Saari@wisconsin.gov>; lwawronowicz@ldftribe.com; Dee.allen@ldftribe.com; KHanson@ldftribe.com  
**Cc:** Guerriero, Margaret <guerriero.margaret@epa.gov>; Harris, Michael <harris.michael@epa.gov>; Egan, Robert <egan.robert@epa.gov>; Victorine, Gary <victorine.gary@epa.gov>; Ken Lassa <klassa@reiengineering.com>; Matt Rahn <mrahn@reiengineering.com>  
**Subject:** Tower Standard - Google Doc

In an effort to continue to improve efficiency and communication to move this project forward, we have created a Google Doc of the tentative schedule. A Google Doc of the schedule allows all parties to have access to the same information and to add items to the schedule as tasks come up. Following this email, you will receive an email with a link to access the shared schedule. Important directions and tips for accessing this spreadsheet are below. Attached you will find optional procedures that you may want to consider to make accessing the schedule more flexible

including creating shortcuts, creating a Google account, and accessing from a mobile device. Please contact Dave Larsen with any questions or suggestions for improving the spreadsheet. Thank you!

To access the spreadsheet:

***You don't need to create a Google Account to access the spreadsheet. You can access the spreadsheet from the link that was emailed to you. See example below:***



- Select **Tower Standard Schedule.xlsx** or **Open in Sheets**.
- The spreadsheet will open and now you can now edit the spreadsheet.
- If you want to create a shortcut or a favorite in your web browser please see the attached procedures.

Listed below are a couple of tips when using the spreadsheet:

- Everyone has read/write access to the spreadsheet and can make edits simultaneously.
- To create a comment in the spreadsheet:

- Right click on the cell that you want to add a comment to, select **Insert Comment**.



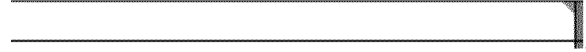
- Type your comment, and select the **Comment box**.
- On the tabs at the bottom you will be able to tell if comments have been made. A number

will show up in front of the title of the tab



If you hover over the number on the tab it will display the comments.

o A cell that has a comment attached to it will have a Yellow triangle in the corner of the cell






Thank you,

**Katrina Nelson**

Katrina Nelson - Administrative & Marketing Assistant



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*Confidentiality Notice: This message is intended for the recipient only. If you have received this e-mail in error please disregard.*